

Monthly Report  
Monthly file

Acting Head, Office Supplies & Equipment Unit

6 December 1949

Acting Chief, Storage & Issue Section

Furniture Repair Shop's Monthly Report

In accordance with instructions from the Acting Chief, Supply Branch, dated 6 December 1949, the following information will be submitted in all future monthly reports regarding the Furniture Repair Shop in lieu of the information previously required.

- A. Service Calls
- B. Shop Repairs
- C. Estimated Dollar Value of Work

In order that such information may be accurately compiled, the Cabinetmaker will be required to maintain a monthly work sheet indicating his labor and approximate cost of parts required for all work performed on each stock item. To obtain the same information for service calls, the Head, Office Supplies and Equipment Unit, will issue Form 36-21, Request for Pickup and Delivery, on each service call received, on which the Cabinetmaker will indicate the amount of labor required and the approximate cost of the parts required.

25X1A9a

25X1A9a

[REDACTED] /dmg

cc: Acting Chief, Supply Branch  
OSSU File  
Chrono  
Courtesy

W.H. 12-9  
Send to me by week  
for 1/1/50